

Linking computer files to a Work Record

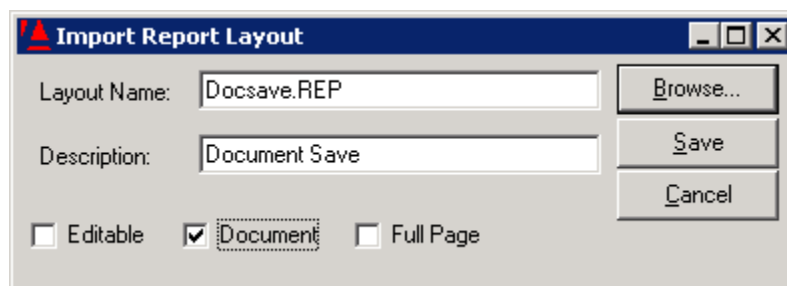
Saving hyperlinks in Works to existing computer files

In *Artsystems* software certain documentation associated with a specific work, such as a scanned purchase Invoice, scanned letter from the Artist accompanying the work, scanned Appraisal documents, etc., may be linked directly to a Work record for easy access. The following instructions describe the process of creating and saving one document to access all other related documentation on your workstation which are associated with a work of art.

To begin, please contact *Artsystems* Technical Support to receive the necessary report file (named DocSave.rep) which will create the document where you can save hyperlinks to other files on your computer.

IMPORTING THE 'DOCUMENTSAVE' REPORT

1. Place the DocSave.rep file in the folder where your database is saved.
2. Once the report is installed, *Open Works*.
3. From the menu select *Report > Import*.
4. Select the **Browse** button and locate the new report.
5. Check Document on the Import Report Layout window.
6. Select the **Save** button to Import the new report.

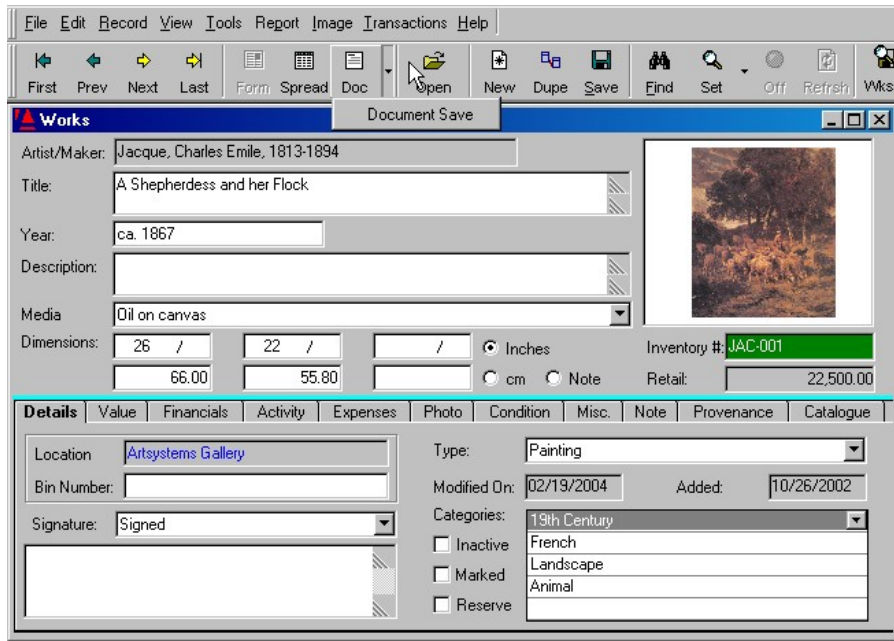


7. Once the new report is imported, close the Works module. The new report 'Document Save' will appear in the drop-down list next to the **Document** button on the toolbar, the next time Works is opened.

TURN ON/OFF THE OPTION TO USE MICROSOFT WORD

The *Artsystems* option to edit documents using *Microsoft Word* is required for creating hyperlinks in documents. To turn the 'Use *Microsoft Word*' option on and off, select *Report > Use Microsoft Word*.

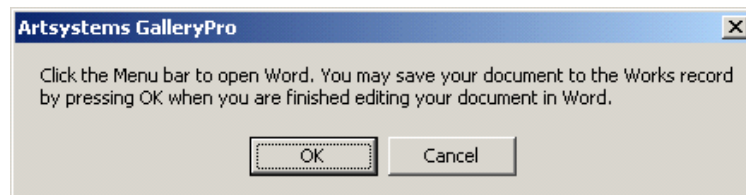
- The *Microsoft Word* option is ON when the W in Word is turquoise.
- The *Microsoft Word* option is OFF when the W in Word is grey.



SAVE EXISTING DOCUMENTATION FILES SAVED ON YOUR WORKSTATION TO A WORK RECORD

8. Select 'Document Save' from the drop-down list next to the Document button on the toolbar.

NOTE: You will get a prompt for choosing OK after making edits in Word. Disregard this for now. Do not cancel, close or OK.

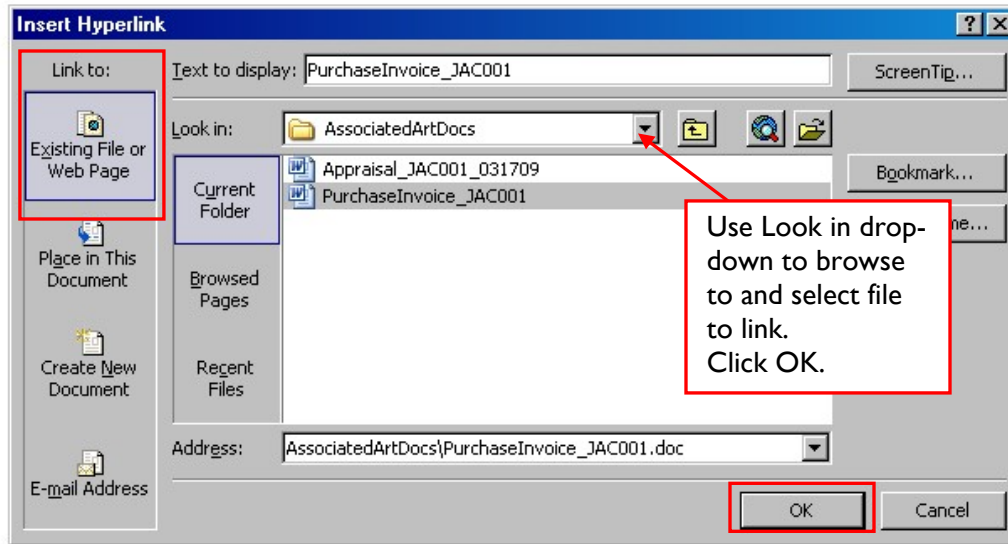


9. Click on the open Word document in the menu bar at the bottom of the computer screen.
10. Type the name of the file to link to on your computer, such as 'Purchase Invoice'
11. Highlight the new text and either select '**Control + K**' on the keyboard or right click the mouse and select HYPERLINK to open the *Insert Hyperlink* window.
12. Select 'Existing File or Web Page' under the 'Link to:' column.

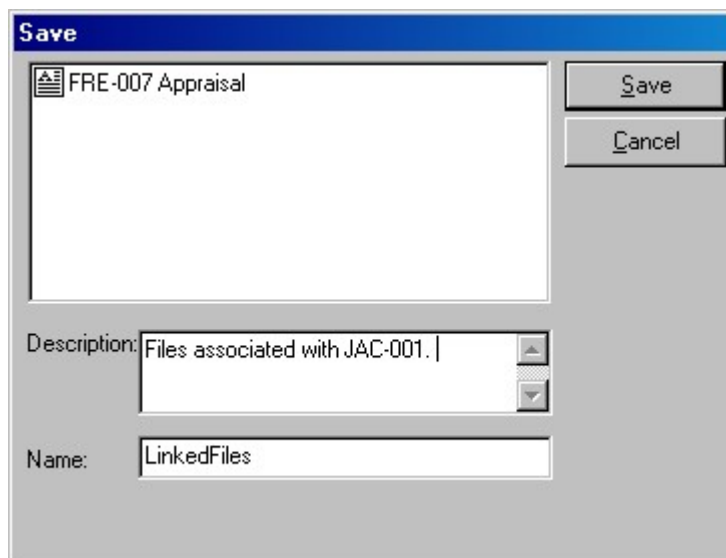
Linked Files

PurchaseInvoice_JAC001

Highlight text to display, then select 'Control + K' on keyboard.

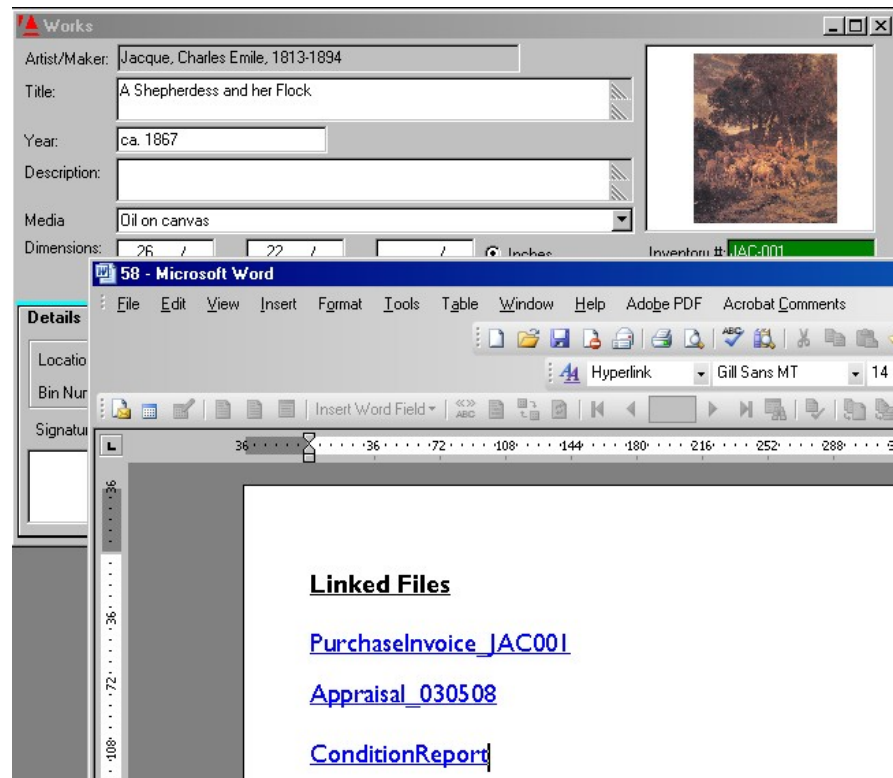
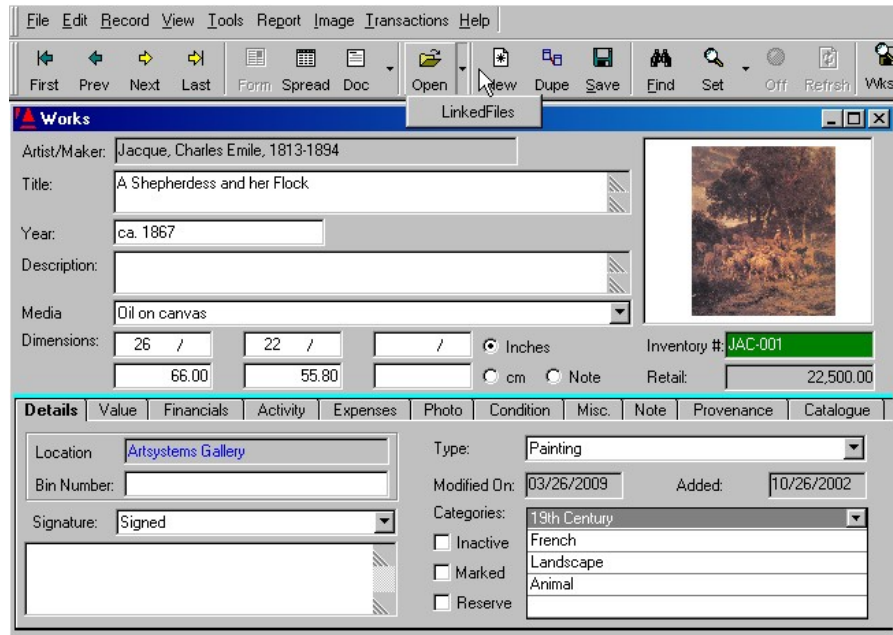


13. Select the correct folder in the 'Look in' field and then highlight the document the selected text should hyperlink to.
14. Continue to add all additional hyperlinks to other related documentation saved on your workstation, if it is desired to access the documents directly from the work record.
15. Minimize the document and in *GalleryPro* click **OK** to save the document.
16. In the Save document window, enter the document Name and a brief Description, then select the **Save** button.



ACCESSING THE DOCUMENT WITH SAVED HYPERLINKS

17. To access the saved document with the related document hyperlinks, the 'Use Microsoft Word' option should be turned off for ease of use.
18. Select the name of the saved document from the drop-down list next to the Open Folder button on the toolbar to view the hyperlink.
19. Select **Control + Click** on the hyperlink to access the selected documentation.



NOTE: If a file used in any hyperlink is moved from the original location, the hyperlink will no longer work due to the broken link.

If further assistance is needed, please contact Artsystems Support.

Artsystems Support 212-620-5500 x 2

<mailto:Support@artsystems.com>